

15 DEC 1969

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion -

25X1A9a

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1. [REDACTED] has been in charge of the ORD/Registry since 10 April 1966. During this period, the workload in the Registry has increased tremendously. The advent of the Procurement Management Staff served to further increase the workload in the Registry by about 20%, which is significantly above the overall workload of the DD/S&T Registry. Despite this extremely large and diverse workload and in the face of a chronic shortage of qualified help, [REDACTED] is performing her tasks in a highly satisfactory manner. 25X1A9a

25X1A9a 2. [REDACTED] currently supervises two clerks. In addition to this duty and her other tasks, she has also been appointed Records Management Officer for ORD and is attempting to reduce the amount of storage space currently required by this office.

25X1A9a 3. In view of [REDACTED]'s very strong performance of her duties, it is strongly recommended that she be promoted from GS-7 to GS-8.

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[REDACTED]
Administrative Officer
Office of Research and Development

RECOMMEND APPROVAL:

[REDACTED]
Chairman, Special Panel/ORD

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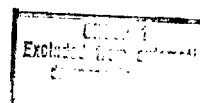
Date

APPROVAL:
25X1A9a

[REDACTED]
Director of Research and Development

15 DEC 1969

Date



approved
by CP

Distribution:

Original & 1 - Addressee
1 - Special Panel/ORD
1 - AO/ORD

AO/ORD/DD/S&T: [REDACTED] dpc 2637 (2 December 1969)

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Wm. H. Miller